



FORUM Community Employment Scheme



#CES-2470640



CLANN RESOURCE CENTRE, Station Road,
Oughterard, Co. Galway, H91 X9D5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/08/2026



05/10/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Clann Family Resource Centre Oughterard: Gardener and Reception

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Key duties:

- General maintenance of areas surrounding Clann Family Resource Centre.
- Keep pathways swept and clean.
- Clean and maintain flower beds in Clann Family Resource Centre grounds.
- Keep grounds litter-free.
- Cut grass and maintain grassy areas.
- Cut back and trim bushes/hedgerows around the Clann Family Resource Centre.
- General weeding of areas surrounding the Clann Family Resource Centre.
- Maintain the poly tunnel at Clann Family Resource Centre.
- Carry out light repairs where necessary.
- Receiving and welcoming visitors.
- Ensure visitors sign in and out.
- Deal with queries and information needs.
- Telephone duties: answering calls and responding appropriately. Keep a message log and ensure relevant staff receive messages.
- Keep the Clann Diary up to date and prepare a monthly schedule of events.
- Word processing tasks, including some desktop publishing and using a database.
- General daily office duties.
- Other Duties:

You may also be asked to work on other projects with other community groups from time to time.

- **Sector:** other service activities